



Fiscal Year End (FYE) Impacts

Bulkload Agencies

Agenda

- FYE Plan
- FYE Processing Updates
- Extract Details
- 2016-17 Financial Plan
- Testing
- FYE Reference Material

Cost Center Update

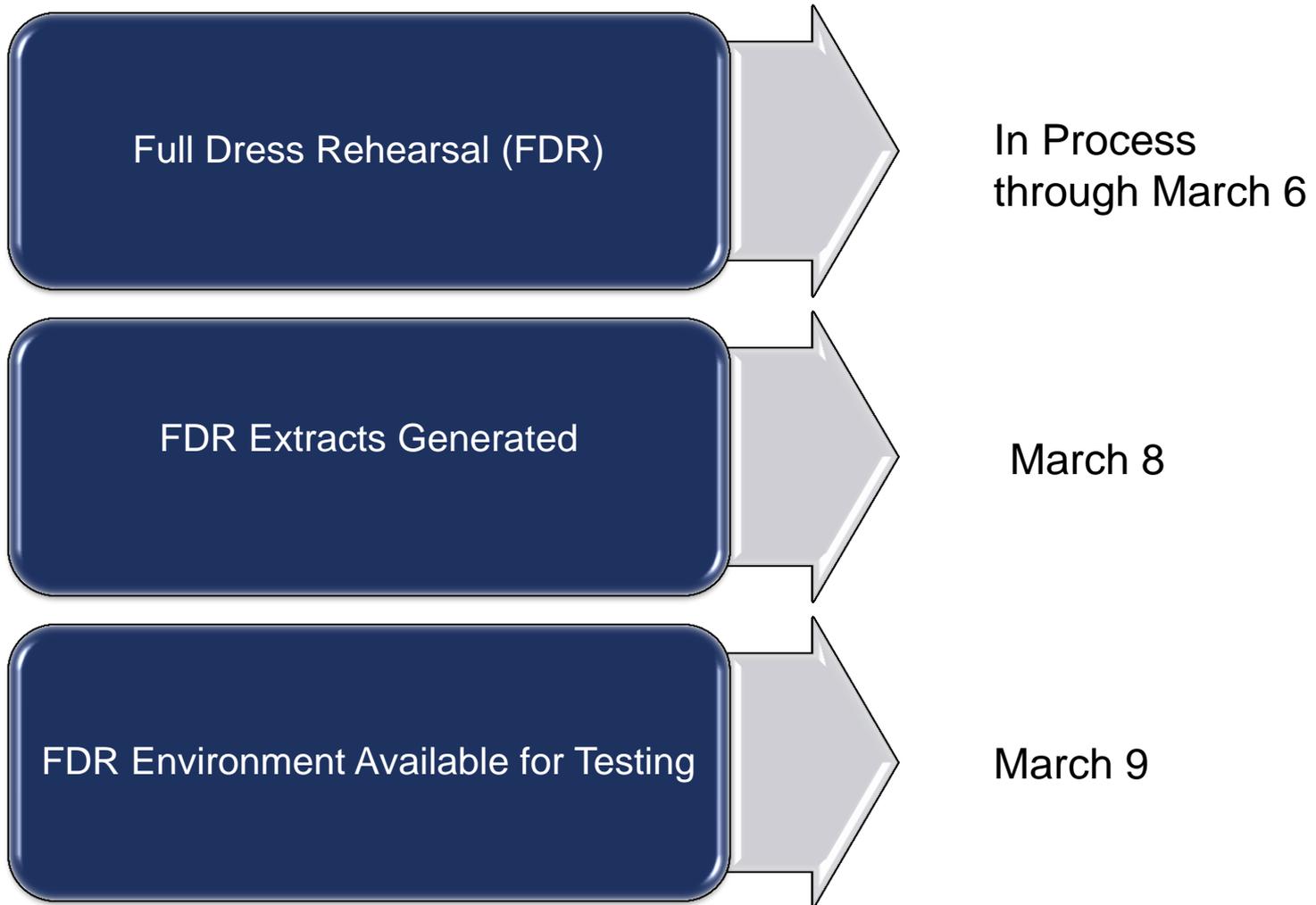
- Cost Center rollover process will be run for FYE for Agency purposes
- Not used in SFS
- Not used by OSC Payroll
- Reflected on the M161



Full Dress Rehearsal (FDR) & Fiscal Year-end (FYE) Plan

Larry Moats

FDR Schedule



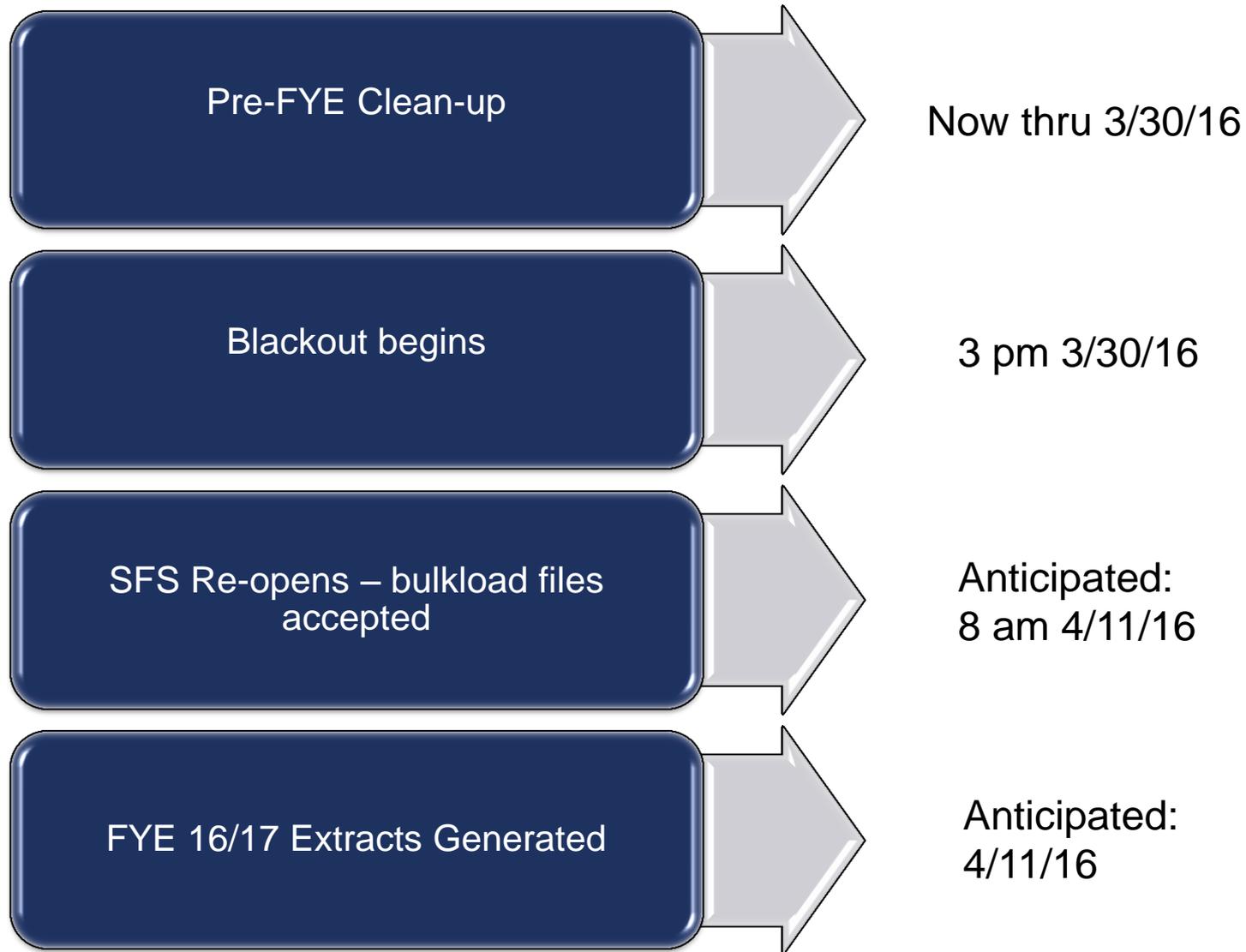
FDR Update

- Results of FDR will be posted to *SFS Secure*
 - These results can be used by agencies for review and action if applicable
 - *Additional details on the data results page of SFS Secure*

- Post-FDR environment available for agency use after the FYE FDR completes
 - This environment will have SFS Production data from February 4 (7:55AM)
 - Availability will be communicated and link will be on *SFS Secure*

- Recommended Agency Actions
 - Review FDR results
 - Test transacting against rolled documents
 - Testing will help identify/resolve issues before the actual FYE event
 - Review PSP and Financial Plan updates

FYE Schedule



FYE Guidance/Cut Off Dates

OSC and BSC have issued guidance on transaction and processing due dates.

OSC Resources

- The OSC Operations Calendar for State Agencies shows all deadlines related to FYE
 - http://www.osc.state.ny.us/operations/calendar16/2016_jan.htm
- The following chapter is from OSC's Guide to Financial Operations regarding OSC guidance and additional details on FYE:
 - End of Year (GFO Chapter XIX)
 - <https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>
- BSC Hosted Agencies: Agencies hosted by the BSC should be aware of BSC deadlines; the BSC may require earlier completion of certain activities.
 - [Calendar of Key BSC Processing Dates](#)



FYE 2016 Processing Updates

Contracts, POs & Requisitions

Paul Kalinowski

Helpful Reminders

- Voucher Mass Delete
 - Any Non-PO vouchers that have not successfully budget checked will NOT be deleted
 - Deleted vouchers on VOH Extract as X status
- Expense Report Mass Reject
 - All Expense Reports not in an approved and posted status will be rejected
 - EXH extract will reflect status of DEN for rejected Expense Reports
- PO Close for Fully Liquidated Purchase Orders
- Mass Deletes for Journals
 - Budget Journals -- All Existing Budget Entries (Journals, Transfers, Interunit Transfers) that have not been posted as of the end of March 2016 will be deleted
 - GL Journals -- All GL Journals that are “in flight” or “in error” -- NOT Posted (P), Unposted (U) or Deleted (D)

FYE Processing – Purchase Orders

No Action

- Stand-alone POs and non-funded Contract POs that are not dispatched and **have not been** successfully budget checked

Agencies can continue acting on these documents normally after FYE Processing

Roll to the New Fiscal Year

- All POs that **have been** successfully budget checked and are not fully liquidated including funded contract POs
- Exceptions are any that fail the roll process due to data issues

Agencies can continue acting on these documents normally after FYE Processing

FYE Processing – Purchase Orders

Closed

- All PO's that are fully liquidated including funded contract POs
Agencies will not be able to use this PO, including issuing change orders. A new PO will need to be created or different PO utilized to procure from this vendor

Change Order then Close *

- Non-funded contract PO's and funded contract PO's where the PO cannot be rolled (e.g., data issue from the roll process noted in previous slide)
Agencies will not be able to use this PO, including issuing change orders. A new PO will need to be created or different PO utilized to procure from this vendor

** **Note:** The change order then close process is to maintain the validity of the released amount on the procurement contracts*

Contract POs with activity

Example: Agency has a PO for \$100 related to a contract with \$50 expended

- New FYE Process
 - Change order created on the PO to bring down to \$50 dollars updating release amount (reducing by expended amount)
 - Run PO close process

FYE Processing – Purchase Orders

Mass Cancel

- All PO's that will not roll and have had no expenditures posted against them

Agencies will not be able to use this PO, including issuing change orders. A new PO will need to be created or different PO utilized to procure from this vendor

Purchase Orders with Budget Check Errors

- All PO's that have KK activity and are currently in a budget check error.
 - Purchase orders will be change ordered down and closed or canceled
 - Budget check errors include PSP Budget Check Errors

Agencies will not be able to use this PO, including issuing change orders. A new PO will need to be created or a different PO utilized to procure from this vendor

FYE Processing – Requisitions

Requisition Refresh Process

- Requisition refresh is a new process that applies to funded contracts.
- This process will close an open requisition that is not fully liquidated, and then create a new requisition for the unexpended balance of the closed requisition.
- The link between the requisition and to the funded contract will be maintained.
- This process will result in another version to the contract

Requisition Refresh Activity at FYE:

- Contract requisitions that have a pre-encumbrance and are linked to a contract.

Agencies can continue to initiate new purchases against the associate funded contract after FYE process is completed (SFS automatically uses the NEWLY CREATED requisitions).

Note: When the new Fiscal Year budget is available, agencies need to adjust the funding (i.e. Charfield distributions) on their contracts so that new procurement ordering is not using last years funding.

FYE Processing – Procurement Contracts

Processing occurs to calculate LTD expenditures on Funded Contracts

- Used in requisition refresh process
- Calculates LTD expenditures on contract distribution lines
- Re-links the new requisitions, created by the requisition refresh process, to the appropriate associated contracts and rolled PO's

Agencies can continue acting on these contracts normally after FYE processing

No Action

- Contracts with NO associated requisition require no action

Agencies can continue acting on these contracts normally after FYE processing

Requisition Refresh Process

Requisition Distribution Detail						Purchase Order Distribution Detail					
Requisition ID	Distrib Line #	Distrib Max	Liquidated	Expended	Remaining	Requisition ID	Distrib Line #	Distrib Max	Expended	Remaining	
Original ID	1	1000	500	250	500	Original ID	1	500	250	250	
Requisition Distribution Detail						Purchase Order Distribution Detail					
Requisition ID	Distrib Line #	Distrib Max	Liquidated	Expended	Remaining	Requisition ID	Distrib Line #	Distrib Max	Expended	Remaining	
New ID	1	750	250	0	500	Original ID	1	250	250	0	
						New ID	2	250	0	250	

Contract Line Impacts

Contract Line and Distribution Line Impacts			
Line Max Amount	Distrib Max Amount	LTD Expended	Remaining
1000			
	1000	250	750



FYE 2016 Processing Updates

Extract Details

Sara O'Grady

Extract Information

- PO Extracts (POH, POL, POS AND POD)
 - Reflects the adjustments to the PO's (Change Order, Closed or Cancelled)
- PC Extracts (PCH, PCL and PCD)
 - Reflects current release amounts at the end of the FYE
- KEL
 - Reflects the impacts to the Liquidation of Encumbrance
- M Files
 - M061 shows released amounts on the contracts
 - M101 will show the POs were reduced by change order and then closed and will show POs that were just cancelled
 - M161 will show the encumbrance activity on PO's. The amounts change ordered down – and those closed

Additional PO Rollover Impact

- SFS has a new process to sync the POs that are rolled with the Bulkload auxiliary data stored in the Bulk Trans table (ex. Chargetail, etc.)
- When PO's are rolled over the process inserts new records with the new distribution id from the PO Roll process and carries over the data from previous records onto the new rows
- Going forward need to send in the new PO distribution ID and the correct amounts (minus expended)

Source Record	Source Field Name	Target Fieldname
NY_BULK_TRANS	NY_BLK_LOAD_ID (Prior Value)	NY_BLK_LOAD_ID
NY_BULK_TRANS	NY_BLK_CTL_NO (Prior Value)	NY_BLK_CTL_NO
NY_BULK_TRANS	NY_BLK_DOC_REF (Prior Value)	NY_BLK_DOC_REF
NY_BULK_TRANS	NY_BLK_TRANS_SEQ (Prior Value)	NY_BLK_TRANS_SEQ
NY_BULK_TRANS	NY_PS_BU (Prior Value)	NY_PS_BU
NY_BULK_TRANS	NY_PS_DOC_ID (Prior Value)	NY_PS_DOC_ID
NY_BULK_TRANS	NY_PS_DOC_DT (Prior Value)	NY_PS_DOC_DT
NY_BULK_TRANS	NY_PS_DOC_SEQ (Prior Value)	NY_PS_DOC_SEQ
NY_BULK_TRANS	NY_PS_LINE_NO (Prior Value)	NY_PS_LINE_NO
NY_BULK_TRANS	NY_PS_SCHED_NO (Prior Value)	NY_PS_SCHED_NO
NY_BULK_TRANS	NY_PS_DST_ACCT_TYP (Prior Value)	NY_PS_DST_ACCT_TYP
PS PO ROLLOVER DTL	LINE NBR TO	NY_PS_DSTRB LN NO
NY_BULK_TRANS	EMPLID (Prior Value)	EMPLID
NY_BULK_TRANS	NY_ENC_LINE_NO (Prior Value)	NY_ENC_LINE_NO
NY_BULK_TRANS	NY_ACCUM1 (Prior Value)	NY_ACCUM1
NY_BULK_TRANS	NY_TRANS_CD (Prior Value)	NY_TRANS_CD
NY_BULK_TRANS	TRUNC(SYSDATE) System Date when the process insert the new rows (so that it will arrive on current extracts)	NY_BLK_TRANS_DT
NY_BULK_TRANS	NY_BLK_DOC_SEQ (Prior Value)	NY_BLK_DOC_SEQ
NY_BULK_TRANS	'99999' (So the legacy systems can determine the values created by the rollover process)	NY_BLK_AGENCY_ID
NY_BULK_TRANS	NY_BLK_CTL_TYPE (Prior Value)	NY_BLK_CTL_TYPE
NY_BULK_TRANS	NY_BLK_CTL_DOC_TYP (Prior Value)	NY_BLK_CTL_DOC_TYP
NY_BULK_TRANS	NY_CHARGE_TAIL (Prior Value)	NY_CHARGE_TAIL
NY_BULK_TRANS	NY_ACTION_CD (Prior Value)	NY_ACTION_CD
NY_BULK_TRANS	NY_PS_MODULE (Prior Value)	NY_PS_MODULE
NY_BULK_TRANS	NY_COST_CENTER (Prior Value)	NY_COST_CENTER

Example: BT Extract with rolled PO

NY_BLK_LOAD_ID	NY_BLK_DOC_REF	NY_PS_BU	NY_PS_DOC_ID	NY_PS_DSTRB_LN_NO	NY_BLK_AGENCY_ID	NY_CHARGE_TAIL	NY_TRANS_CD	NY_BLK_TRANS_DT	NY_COST_CENTER
194673	C113481005	SNY01	C113481005	1 28100		361302013200	POD	18-SEP-15 12.00.00.0000000000 AM	282101007H14
194673	C113481005	SNY01	C113481005	2 99999		361302013200	POD	17-FEB-16 12.00.00.0000000000 AM	282101007H14
			PO ID that was rolled						



2016-2017 Financial Plan

Mary Ryan (DOB)

2016-17 KK Financial Plan

- 2016-17 KK Financial Plans will be uploaded to the FDR and Production environments
 - FDR – First week of March
 - Production – During Blackout period, after PO Roll
 - No PSP Adjustments during blackout, will have occurred prior to March 31
- Existing 2016-17 budget amounts authorize spending from carryout appropriations for non-capital funds, carryout and re-appropriations for capital funds
- 2016-17 Non Capital KK Financial plan budgets will
 - Increase Quarter 1 (2 , if applicable) to include spending associated with new appropriations and re-appropriations
 - Establish ceilings for the remaining quarters of the 2016-17 fiscal year
 - Establish the 2017-18 carryout period
- 2016-17 Capital KK Financial Plan Budgets will
 - Establish quarterly budgets for FY 2016-17
 - Adjust the following 4 year annual estimates as necessary
 - Establish the 5th year



FYE 2016 Processing Updates

PSP & Budget/KK

Angela Mahoney

FYE Processing – Budget/KK

- Project/Child budgets **will need to be entered or adjusted** for the 2016-17 Segregations.
- The 2016-17 new budget reference will need to align with any project child budgets using the new fiscal year Segregation.
- Example:

Project: 2014VAGX0055-M with start date October 1, 2014, end date September 30, 2017

POSTED_ TOTAL_ AMT	BU	ACC	DEPTID	FUND_ CODE	PRGMC ODE	BUD_ REF	PROJ_ID	ACTIVITY_ ID	LEDGER
-36082.17	BUxxx	50100	1420000	21945	19906	2015-16			KK_SEG_ BD
12550.32	BUxxx	50100	1420000	21945	19906	2015-16			KK_SEG_ EX
-12550.32	BUxxx	50100	1420000	21945	19906	2015-16	2014VAG X0055-M	FFY15	KK_PRJC _BD
12550.32	BUxxx	50100	1420000	21945	19906	2015-16	2014VAG X0055-M	FFY15	KK_PRJC _EX
-23531.85	BUxxx	50100	1420000	21945	19906	2015-16	2014VAG X0055-M	FFY16	KK_PRJC _BD

- Resource: NYKK5499 to identify Project Child and Segregation balances

Lapsing – Project Child Budgets

- Lapsing Segregations:
 - Run report NYKK0004 to identify Segregations that are about to lapse.
 - Run report NYKK5499 to identify any available Project child balances for these lapsing Segregations.
 - SFS Secure will include a listing of projects that have lapsing budget strings
 - Prepare project budget adjustments as needed to transfer any available project child balances to a budget string that will match a non-lapsed Segregation.

FYE Processing – PSP

- There is NO impact on the PSP methods contained on purchase orders for rolled purchase orders
- For PO's that are closed or cancelled with a valid PSP budget status during FYE Processing, the projected spending will be liquidated and will no longer reserve funds against the KK Financial Plan.

Agencies otherwise do not need to take any additional action on the PSP methods contained on Purchase orders as a result of FYE processing

Note: Some rolled PO's may fail the PSP budget check and Agencies will need to follow-up on any PSP budget checking errors received on Purchase orders as a result of FYE processing

PSP Re-budget Check LATE FEBRUARY

- The last week of February, SFS, in collaboration with the Division of the Budget, will perform a PSP budget check on POs that meet the overspending criteria
spending in the current year is greater than PSP planned amounts for the current year
Targeted to occur February 24th - 25th
- For POs that fail the PSP budget check against the Commitment Control (KK) Financial Plan, agencies will need to follow up on these to ensure they are PSP budget checked successfully.
- Agencies should continue to monitor POs spending in excess of planned amounts as they approach the end of the current fiscal year.

Resources

- SFS Secure: Posting of POs with Budget Exceptions
- SFS Job Aids: JAA-PSP205-005 Viewing PSP Budget Exceptions

Example – PSP Before and After Budget Check

BUSINESS _UNIT	PO_ID	LINE_ NBR	DISTRIB _LINE_ NUM	PO_DIST_ LINE_ NUM	BUDGET_DT	DISTRIB _LN_ STATUS	BUDGET_ LINE_ STATUS	BEFORE MERCH ANDISE_A MT	AFTER MERCH ANDISE_A MT
DOT01	150693A001	1	1	1	31-Dec-15	O	V	3321.06	3321.06
DOT01	150693A001	1	2	1	31-Mar-16	O	V	9963.26	250665.6
DOT01	150693A001	1	3	1	30-Jun-16	O	V	26568.7	1231.29
DOT01	150693A001	1	4	1	30-Sep-16	O	V	26568.7	1231.29
DOT01	150693A001	1	5	1	31-Dec-16	O	V	26568.7	1231.29
DOT01	150693A001	1	6	1	31-Mar-17	O	V	26568.7	1231.29
DOT01	150693A001	1	7	1	30-Jun-17	O	V	26568.7	1231.29
DOT01	150693A001	1	8	1	30-Sep-17	O	V	26568.7	1231.29
DOT01	150693A001	1	9	1	31-Dec-17	O	V	9963.26	461.88
DOT01	150693A001	1	10	1	31-Mar-18	O	V	9963.26	461.88
DOT01	150693A001	1	11	1	30-Jun-18	O	V	9963.26	461.88
DOT01	150693A001	1	12	1	30-Sep-18	O	V	9963.26	461.88
DOT01	150693A001	1	13	1	31-Dec-18	O	V	6642.18	307.52
DOT01	150693A001	1	14	1	31-Mar-19	O	V	6642.18	307.52
DOT01	150693A001	1	15	1	30-Jun-19	O	V	6642.18	307.52
DOT01	150693A001	1	16	1	30-Sep-19	O	V	6642.18	307.52
DOT01	150693A001	1	17	1	31-Dec-19	O	V	3321.09	154.37
DOT01	150693A001	1	18	1	31-Mar-20	O	V	3321.09	154.37
DOT01	150693A001	1	19	1	30-Jun-20	O	V	3321.09	154.37
DOT01	150693A001	1	20	1	30-Sep-20	O	V	3321.09	154.37
DOT01	150693A001	1	21	1	31-Dec-20	O	V	3321.09	154.37
DOT01	150693A001	1	22	1	31-Mar-21	O	V	3321.09	154.37
DOT01	150693A001	1	23	1	30-Jun-21	O	V	3321.09	154.37
DOT01	150693A001	1	24	1	30-Sep-21	O	V	3321.09	154.37



Testing

Melinda Vasto

What to test

- POs and Contracts
 - Process payments and change orders against rolled POs
 - Create new POs against refreshed requisition

- Budget and PSP
 - Review PSP Budget Exceptions, make needed adjustments to PSP and/or reestablish PO
 - Review PSP Report NYKK4000
 - Process budget journals for project child budgets

- If questions/concerns regarding test results submit via email to helpdesk@sfs.ny.gov
 - Note 'FYE Test' in the subject line
 - Include screen shots where applicable



FYE Reference Review

Pam Korotsky

2015–16 Fiscal Year End (FYE) / Lapsing

FYE / Lapsing Resources

FYE

[FYE Checklist](#)

[FYE FDR Data Results \(in process\)](#)

OSC

[OSC Operations Calendar](#)

[OSC's Guide to Financial Operations \(Chapter XV: End of Year\)](#)

BSC

[BSC Calendar](#)

FYE / Lapsing Support

- Contact an SFS representative by emailing the [SFS Help Desk](#).
- Dial in to the [SFS Fast-Track Support Center](#) on Tuesdays and Thursdays.

FYE / Lapsing Training Information

Self-Paced Training

SFS is developing self-paced training topics within existing SFS self-paced training courses to provide more information on the actions agencies will need to take, in preparation for, and as part of, Fiscal Year End. Additional details regarding these new self-paced training topics will be included on this page in the coming weeks.

Job Aids

Job aids for a variety of SFS functional areas are located at [Master SFS > Job Aids](#). All the latest updates to job aids are available at this location.

SFS FYE / Lapsing Events

View SFS's [Meetings and Events Calendar](#) for information about FYE / Lapsing events.

FYE / Lapsing Announcements

SFS will link to FYE- and Lapsing-related announcements below. All SFS announcements are available on our [SFS Secure Announcements page](#).

- [Bulkload Agency Fiscal Year End \(FYE\) session](#)
- [February Agency Checkpoint Call Presentation](#)

Key Dates FYE / Lapsing

- **February 15 through March:** [FYE Full Dress Rehearsal](#)
- **April 11:** [Open the SFS to agencies \(subject to change\)](#)

Important Transaction Dates

The Office of the State Comptroller (OSC), Business Services Center (BSC), and Statewide Financial System (SFS) will publish important transaction dates relating to FYE / Lapsing.

Please click on the following links to view OSC and BSC messages:

- [OSC: Calendar of Events and Deadlines](#)
- [BSC: Calendar of Key BSC Processing and Dates and EE1 Upgrade Activities](#)

SFS Agency Fiscal Year End (FYE) Checklist

Use this Checklist to ensure that your agency is clear on the actions that must be performed for the 2015-16 Fiscal Year End. Agency actions are listed below along with related agency data files and available resources to assist you with completing the checklist items. Remember to check out the SFSSecure "2015-16 Fiscal Year End/Lapsing" page for more information to help you with this process.

[2015-16 Fiscal Year End/Lapsing](#)

Actions labeled as Pre-FYE should be taken, as applicable to your agency, by March 30, prior to the start of SFS blackout. Post-FYE actions should be started, as applicable to your agency, once SFS is available to agencies on April 11 (current target date).

FYE Action (Pre/Post)	Module Area	FYE Agency Clean Up Actions	Agency Data File	Resource
Pre-FYE	Accounts Payable	Run the following reports to review all places within the voucher lifecycle that a voucher could be waiting to move to the next step with the goal of being routed to OSC for review and approval. <ul style="list-style-type: none"> • NYAP1090 Match Exceptions report, • NYAP3213 Vouchers Ready for Approval Workflow and • NYAP3312 In-Flight Voucher Approval Workflow report 	N/A	SFS Secure Reports User Guide - AP
Pre-FYE	Purchasing	Review the auto-sourcing workbench for auto-sourcing errors; purge errors from workbench and resolve before the next auto-sourcing instance.	N/A	SFS SPT: Purchase Orders 220 • Resolving PO Auto Sourcing Errors
Post FYE	Purchasing	Contract requisitions that had a pre-encumbrance but failed to create a contract through the requisition-RFQ/contract process have been closed. A new requisition will need to be create or a different requisition will need to be utilized to procure from this vendor.	Closed Requisitions	SFS SPT: Requisitions 205 • Re-create a contract requisition • Re-create a general purchase requisition
Post FYE	Purchasing	All requisitions not related to a funded contract with a remaining pre-encumbrance balance have been closed. A new requisition will need to be create or a different requisition will need to be utilized to procure from this vendor.	Closed Requisitions	SFS SPT: Requisitions 205 • Re-create a contract requisition • Re-create a general purchase requisition

FYE/Lapsing Training Materials

- The following topics have been added to existing Self-Paced Trainings (SPTs):

SLMS Class Code	Topic Names
Accounts Payable 205	<ul style="list-style-type: none"> • Re-enter PO Vouchers with Rolled POs • Re-enter Non-PO Vouchers for FYE
Procurement Contract 210	<ul style="list-style-type: none"> • Editing Distribution Lines with New Fiscal Year Budget • Edit or Delete a Draft Contract Version • Resolving Budget Exceptions for Refreshed Requisitions • Stage POs for Release from Contract
Purchase Orders 220	<ul style="list-style-type: none"> • Re-create Standalone PO • Re-create a General Purchase PO by Copying a Requisition • Re-create a Contract PO by Copying a Contract • Viewing and Resolving Budget Exceptions for Rolled POs • Viewing and Resolving PSP Budget Exceptions for Rolled POs • Viewing PO Information for Closed and Canceled POs • Creating a PO by Copying an Existing PO • Resolving PO Auto Sourcing Errors

FYE/Lapsing Training Materials (Continued)

SLMS Class Code	Topic Names
Requisition 205	<ul style="list-style-type: none"> • Re-create a General Purchase (Non-Contract) Requisition with Lines • Re-create a Contract Requisition with Lines
Travel and Expense 201	<ul style="list-style-type: none"> • Search for and Modify a Denied Expense Report • Search for and Modify a Denied Travel Authorization • Re-submitting a Canceled Travel Authorization (Available in June)
Commitment Control 215 (for all other agencies)	<ul style="list-style-type: none"> • Entering or Adjusting Budget Journals for the new Fiscal Year



Questions?



Appendix

Additional FYE Reference Information

FYE Agency Actions

1. PSP Spending Over Planned Amounts

- Run the PSP Voucher Report (NYKK4002) to identify any POs with spending in the current fiscal year (15-16) in excess of planned amounts.
 - **Report Navigation:** Main Menu > Commitment Control > Budget Reports > PSP Voucher Report
 - [SFS Secure Reports User Guide - KK](#)
- For those POs, determine whether the PO has PSP projections in the next fiscal year (16-17).
- Agencies may need to re-plan these POs prior to the close of the fiscal year to self-correct the projection (PSP re-budget check) or revise the projection (re-plan) to better align with actual spending and relieve planned spending impact on the next fiscal year.

FYE Agency Actions - Example

1a. PSP Re-Budget Check

- To run PSP Re-Budget check for POs, search and select the desired PO or group of POs on the PSP Adjustment page.
- Check the Budget Check checkbox.
- Click the Run button.
 - This will make the PO eligible for the next PSP Budget Check which runs on a 2 hour batch process.
 - Batch process schedule can be viewed on SFS*Secure*'s [Guides, Manuals, and Processing Resources](#) page.

Resources

- SFS SPT: PSP205 – Viewing PSP Budget Exceptions
- SFS Job Aids: JAA-PSP205-005 Viewing PSP Budget Exceptions

FYE Agency Actions - Example

PSP Re-Budget Check

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [PSP](#) > [Processes](#) > [PSP Adjustment](#)

ORACLE

[PSP Adjustment](#) | [Allocation Request History](#)

PSP Adjustment

Run Control ID: ADHOC Report Manager Process Monitor [Run](#)

Search Criteria

*Business Unit: DOL01
 PO Amount: 0.00
 PO ID From: 0000000221 PO ID To: 0000000221
 SetID: SHARE PSP:
 Method:
 PSP Type:
 Contract Setid: SHARE Contract Profile: Contract ID:
 Primary Selection:
 Exclude Fully Liquidated PO [Search](#)

Select Adjustment Action

PSP Adjustment Action:
 Budget Check: Preview Allocation

Select	PO ID	Amount	Unliquidated Amt	Prior Period Unliquidated Amt	PSP Method	Projection Type	Last PSP Action Taken	Last PSP Action Date/Time
1	<input checked="" type="checkbox"/>	0000000221	181191.89	151700.38	15806.47 A_1-4_E	Allocation	Establish	10/21/15 1:12PM

[Select All](#) [Clear All](#) [Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/On](#)

PSP Adjustment | Allocation Request History

FYE Agency Actions - Example

1b. PSP Re-Plan

- Your agency has a PO for \$100.00 with a PSP method A_1-4_E (Non-Cap 4 Period Even) as it was originally planned to have even spending divided over 4 periods.
- It is now the 4th quarter and you have \$40.00 remaining on the PO. You decided to Re-Plan the PSP method to S_PO30 (Source PO Date + 30 Days) to ensure spending is complete prior to fiscal year end.

Resources

- SFS SPT: PSP205 – Using the Re-Plan Adjustment Action
- SFS Job Aids: JAA-PSP205-001 Using the Re-Plan Adjustment Action

FYE Agency Actions - Example

PSP Re-Plan

The screenshot shows the Oracle PSP Adjustment interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Commitment Control > PSP > Processes > PSP Adjustment. The Oracle logo is visible on the left, and navigation links (Home, Worklist, Add to Favorites) are on the right. Below the breadcrumb, there are tabs for 'PSP Adjustment' and 'Allocation Request History'. The main title is 'PSP Adjustment'. There are buttons for 'Run Control ID ADHOC', 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Search Criteria' section contains several input fields: 'Business Unit', 'PO Amount' (set to 0.00), 'PO ID From' and 'PO ID To' (both set to 0000000221), 'SetID' (set to SHARE), 'PSP', 'PSP Type', 'Contract Setid' (set to SHARE), 'Contract Profile', 'Contract ID', and 'Primary Selection'. There is also a checkbox for 'Exclude Fully Liquidated PO' and a 'Search' button. Below the search criteria is a 'Select Adjustment Action' section. A dropdown menu is open, showing options: 'Re-Alloc', 'Re-Calc', 'Re-Plan', and 'Re-Start'. The 'Re-Plan' option is highlighted. Below this is a table with the following data:

Select	PO ID	Amount	Unliquidated Amt	Prior Period Unliquidated Amt	PSP Method	Projection Type	Last PSP Action Taken	Last PSP Action Date/Time
1	<input checked="" type="checkbox"/>	0000000221	181191.89	151700.38	15806.47 A_1-4_E	Allocation	Establish	10/21/15 1:12PM

At the bottom of the table, there are 'Select All' and 'Clear All' buttons. The page also shows 'Find | View All | First 1 of 1 Last'.

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PSP Re-Plan

The screenshot shows the Oracle PSP Adjustment interface. The main window has a breadcrumb trail: Favorites > Main Menu > Commitment Control > PSP > Processes > PSP Adjustment. The page title is "PSP Adjustment" and the Run Control ID is "ADHOC".

The "Search Criteria" section includes fields for Business Unit, PO Amount (0.00), PO ID From (0000000221), PO ID To (0000000221), SetID (SHARE), PSP Method, PSP Type, Contract Setid (SHARE), Contract Profile, and Contract ID. There is a checkbox for "Exclude Fully Liquidated PO".

The "Select Adjustment Action" section shows "PSP Adjustment Action" set to "Re-Plan" and "PSP Method for Re-Plan Action" set to a search icon. Below this are "Budget Check" and "Preview Allocation" checkboxes.

A table at the bottom displays search results with columns: Select, PO ID, Amount, Unliquidated Amt, Prior Period Unliquidated Amt, and PSP Method. The first row is selected and shows PO ID 0000000221, Amount 181191.89, Unliquidated Amt 151700.38, Prior Period Unliquidated Amt 15806.47, and PSP Method A_1-4_E.

A "Look Up PSP Method for Re-Plan Action" popup window is open, showing search criteria: SetID (SHARE), PSP Method (begins with), and Description (begins with). It has "Look Up", "Clear", and "Cancel" buttons. Below the buttons is a "Search Results" section with "View 100", "First", "1-39 of 39", and "Last" options. The results table has columns "PSP Method" and "Description".

PSP Method	Description
A_1-3_E	Non-Cap P2 Even Rem
A_1-3_FL	Non-Cap P1-P3 Front Load
A_1-4_E	Non-Cap 4 Period Even
A_1-4_FL	Non-Cap 4 Period w/Advance
A_1-5_E	Non-Cap 5 Period Even
A_1-5_M	5 Period Model Non-Capital
A_2-4_BL	Non-Cap P2-P4 Back Load
A_P1P3_E	Non-Cap Semi-Annual
A_P1_CNV	Conversion Testing
C_0Y1_CN	Capital <1YR Construction
C_0Y1_CV	Conv. Cap <1YR contract bal
C_1-2_CR	Capital Change Request
C_1-2_SM	Capital Seasonal Maintenance
C_1-5_E	Capital 5 Period Even
C_1Y2_CN	Capital 1-2YR Construction
C_1Y2_CV	Conv Cap 1-2yr contract bal
C_1Y_CN	Capital 1YR Construction
C_1Y_E	Capital 1YR Even
C_2Y3_CN	Capital 2-3YR Construction
C_2Y3_CV	Conv Cap 2-3YR contract bal
C_2Y_CN	Capital 2YR Construction
C_2Y_E	Capital 2YR Even
C_3Y_CN	Capital 3YR Construction
C_3Y_E	Capital 3YR Even